March 29, 2004

Ms. Karen Evans
Administrator, Office of Information
   Technology and E-Government
Office of Management and Budget
Washington, DC 20503

Dear Ms. Evans:

In response to your memorandum "Agency CIO responsibilities on the review of all planned IT acquisitions for potential duplication with the President's 24 E-Government initiatives (as identified in attachment 2 of the February 27, 2004 memorandum)" we would like to advise the following:

The General Services Administration (GSA) initiated a careful analysis process of our entire IT portfolio (all Service and Staff Offices inclusive) during the IT Capital Planning and Investment Review cycle. The IT Capital Planning and IT Investment Review process will review two areas. First, those business applications related to a specific eGov Initiative must have either a migration status or integration process for use of available initiatives. Second, new projects will be reviewed against available eGov Initiatives to determine if any duplication or overlap exists. The E-Gov Evaluation Working Group developed a comprehensive list and descriptions of all eGov Initiatives and identified those with potential business value to GSA. The Senior Procurement Executive (SPE) is a part of the IT Capital Planning and Investment Review process and is a voting member of the GSA Information Technology Council (ITC). All CIOs within GSA were provided this information to support IT Capital Planning and Investment Review processes.

Avoiding duplication is specifically addressed in two of our evaluation processes. Each project is subject to (1) review of investment categories (including eGov) and (2) each project is screened by a technical evaluation (including eGov). Should either of these reviews suggest duplication or redundancy, the IT Capital Planning staff investigates to see if any mitigation is required.

This will be continued for the foreseeable future. The process requires a discussion, notice and resolution should an apparent duplication be identified. All agency CIOs are aware that duplication of E-Gov Initiatives is not an option. We believe this fully satisfies this recent request.

Sincerely,

Michael W. Carleton
Chief Information Officer

cc: Robert A. Burton
Associate Administrator
Office of Federal Procurement Policy
Office of Management and Budget

David Drabkin
Deputy Associate Administrator
Office of Acquisition Policy (MV)
General Services Administration